



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#), is pleased to announce that it is seeking applications for funding the 2009 National Crime Victims' Rights Week (NCVRW) Resource Guide. This project furthers the Department's mission by producing a comprehensive kit that will serve as a resource for the victims' field in its efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April 2009 and throughout the year.

2009 National Crime Victims' Rights Week Resource Guide

Eligibility

Applicants are limited to private nonprofit organizations, including faith- and community-based organizations or public agencies.
(See "Who Is Eligible to Apply," page 3)

Deadline

All applications are due by 8:00 p.m. e.t. on Tuesday, January 22, 2008.
(See "Deadline for Applications," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Kimberly Kelberg, Program Specialist, at 202-305-2903 or kimberly.kelberg@usdoj.gov.

This application must be submitted through *Grants.gov*. For technical assistance with submitting the application, call the *Grants.gov* Customer Support Hotline at 1-800-518-4726.

Grants.Gov number assigned to announcement: OVC-2008-1768

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2009 National Crime Victims' Rights Week Resource Guide (CFDA #16.582)

Overview

This cooperative agreement will support the development of a comprehensive resource guide for use by the victims' field when planning for local National Crime Victims' Rights Week (NCVRW) events across the Nation in 2009 and throughout the year.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant it may take up to 5 business days to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. **Note: Your Central Contractor Registry (CCR) Registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is Tuesday, January 22, 2008.

Eligibility

Eligible applicants are private nonprofit organizations, including faith- and community-based organizations or public agencies that can demonstrate the ability to develop a resource guide to be disseminated nationally to victim service providers, victim advocates, national victim organizations, and allied professionals. Applicants must demonstrate their organizational capacity to successfully complete all phases of this project within the timeframes as described in the Program Strategy section of this solicitation. A private nonprofit organization does not have to have 501(c) (3) status to apply for grant funding under this solicitation.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation,

religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see “Other Requirements for OJP Applications” at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: If a grant application is being submitted on behalf of a tribe or tribal organization, a letter or similar document authorizing the inclusion of the tribe or tribal organization named in the application must be included.

Project-Specific Information

Award Amount. One cooperative agreement in the amount of \$225,000 will be awarded to either a private nonprofit organization, including faith- and community-based organizations or a public agency, for the purposes of producing a Resource Guide for the victims' field for use during NCVRW in April 2009 and throughout the year. The funding for this award is authorized under 42 U.S.C. § 10603 (c) (1) (A). All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period. Up to 12 months.

Goal. The goal is to produce a comprehensive kit that will serve as a resource for the victims' field to support efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April 2009 and throughout the year.

Purpose. The purpose of the 2009 NCVRW Resource Guide is to serve as a ready-made, adaptable resource guide containing materials such as posters, model speeches, press releases, public service announcements, camera-ready artwork, and crime

victimization statistical overviews for use by the victims' field when planning for local NCVRW events across the Nation.

Background. Each April since 1981, NCVRW has been formally designated and commemorated at the federal level. The federal observance coincides with rallies, vigils, and public education campaigns staged in communities across the Nation. The widespread observance of the event presents a unique opportunity to articulate a consistent and unified message about the plight of our Nation's crime victims and to draw attention to the work of advocates and activists who work to assist our Nation's crime victims.

Since 1986, the NCVRW Resource Guide has been developed to assist local victims, survivors, advocates, and communities plan and prepare for their own annual commemoration of NCVRW. The Office for Victims of Crime (OVC) has strived each year to enhance the products in the Resource Guide to accommodate the changing needs of the field. For example, beginning in 2004, OVC included in the Resource Guide a NCVRW Theme DVD with introductory footage that illustrates the year's theme. The NCVRW theme is selected with input from OVC, national victim organizations around the country, and the victims' field as a whole. The theme becomes the impetus for the look and feel of the Resource Guide that is developed. Ultimately, artwork is developed to graphically depict the theme for NCVRW each year. OVC has worked to improve access to the artwork by providing camera-ready artwork in the Guide, which had been available only in hardcopy. The Resource Guide now includes camera-ready artwork on CD-ROM in black and white and in color for use when developing bumper stickers, buttons, and posters. The camera-ready artwork also includes public awareness posters translated in Spanish. Finally, each year OVC has updated, as well as expanded, the statistical overviews to include statistics on new and emerging issues such as human trafficking, identity theft and financial crime, and Internet victimization. The Resource Guide is released each December so that the victims' field can begin planning for local NCVRW events during the month of April.

Through this cooperative agreement, OVC will continue its efforts to produce this valuable Resource Guide for use by the victims' field that will serve as the impetus for communities to generate greater awareness among crime victims, survivors, and allied professionals about victims' rights and services. Applicants can visit OVC's Web page at <http://www.ojp.usdoj.gov/ovc/ncvrw/welcome.html> for more information about NCVRW and to view past Resource Guides that have supported the field over the years.

Program Strategy. OVC will fund one grantee to conceptualize, develop, and produce a user-friendly Resource Guide for use by victim service providers, victim advocates, allied professionals, and the general public during NCVRW in April 2009 and throughout the year. The applicant awarded funding under this cooperative agreement will work in close coordination and consultation with OVC in all aspects of the development of this Resource Guide.

The applicant must consider the following tasks and deliverables when developing its project design and implementation plan for this project:

- Attend regular meetings with OVC project staff to review and discuss Resource Guide components and draft materials.

- Develop a detailed time-task line with steps for program development, implementation, and evaluation, as well as designating staff responsible for the implementation of each task.
- Develop an outline of the proposed Resource Guide's components and a description of its unifying theme or themes.
- Working closely with OVC staff, develop artistic concepts that graphically depict the 2009 NCVRW theme as identified by OVC, to be utilized in the form of posters, Resource Guide cover art, and camera-ready artwork included in hard-copy and on CD-ROM in the final Resource Guide. The applicant should plan to submit a minimum of three distinct and original comprehensive illustrations and/or photographs that graphically depict the NCVRW theme. Please note that photographs can be the applicant's original photography, photographs that are in the public domain, or photographs that are available for purchase. The applicant should plan for additional rounds of designs and/or revisions to the original illustrations or photo concepts as requested by OVC. In addition, the applicant will work closely with OVC staff to develop a 22" x 28" poster that will reflect the 2009 NCVRW theme for the field.
- Develop content/written material included in the Resource Guide. This may include items such as sample speeches, proclamations, press releases, and victimization statistics. Coordination with the Bureau of Justice Statistics (BJS) is required for the review and verification of statistical information provided in the Resource Guide. All final written materials submitted to OVC must be professionally edited before their submission at least 30 days before the established date for delivery to the printer.
- Develop a plan for incorporating materials from national victim advocacy organizations into the Resource Guide, as needed.
- Provide examples in the Resource Guide of how the field can use the contents of the Resource Guide throughout the year for other purposes. Specifically, develop materials for inclusion in the Resource Guide that can be used by the field throughout the year for the observance of other victim-related proclaimed weeks or months (e.g., Domestic Violence Month is each October).
- Work in close coordination with OVC and OJP's Office of Administration to ensure that the final products will be available for submission to the Government Printing Office (GPO) no later than November 1, 2008. Final products include the following: Resource Guide, CD-ROM containing the camera-ready artwork, and a 22" x 28" poster that will reflect the 2009 NCVRW theme, as identified by OVC.
- The Resource Guide should consist of six graduated inserts containing camera-ready art, tips for working with the media, maximizing communication and awareness, landmarks in victims' rights, and statistical overviews.
- Obtain a NCJ number and bar code and corresponding graphic artwork from OVC's Resource Center, which is to be incorporated into the design of the final printed Resource Guide and theme poster.
- Deliver camera-ready files of the Resource Guide to OVC so that the OVC Webmaster can produce the necessary files for posting on OVC Web site for download by the field. The camera-ready files delivered to OVC must be delivered in a format that allows for the seamless conversion to 508-compliant PDF files. The content developer must also provide alternative text descriptions for any images, charts, or other graphics that appear throughout the Resource Guide. Close coordination with OVC's Webmaster is required for this task.
- Develop a comprehensive plan for enhancing the current dissemination of the Resource Guide to the victims' field. Currently, OVC maintains a mailing list of those

who have received the Resource Guide in the past and who would like to continue to receive it in the future. The applicant shall provide suggestions for improving the dissemination process and for expanding the mailing list to ensure that all organizations and individuals interested in receiving the Resource Guide can be added to the master mailing list. The applicant is encouraged to identify what national victims' organizations should be receiving the Guide and include in its plan a way to coordinate with OVC's Resource Center to ensure it receives the Resource Guide.

- Design an evaluation to measure Resource Guide user-satisfaction, which includes a plan for soliciting feedback. The evaluation should also capture ways in which both the Resource Guide and the Theme DVD were used throughout the country to heighten the public's awareness of crime victim issues. The grantee is encouraged to consider developing an online form to capture the evaluation data. The reportable data must be analyzed and summarized before submission to OVC.
- Work with a graphic designer to develop a branded NCVRW logo that could be used year after year. This logo will be present on all printed materials as well as Web-based material and would serve as a marketing tool for NCVRW.

** OVC will assume responsibility for the printing, duplicating, and dissemination of all products, including the Resource Guide, CD-ROM, DVD, and posters; therefore, do not include postage costs associated with the mailing of these items to the field in the Budget Narrative.*

Evaluation. The applicant must include a plan to perform a basic evaluation of the project. This plan should evaluate user-satisfaction of the Resource Guide by the victims' field and capture ways in which the Resource Guide was used throughout the country to heighten the public's awareness of crime victim issues. In addition, the applicant will be expected to develop an evaluation to be completed by prospective users of the Resource Guide to determine the number of users rating the Resource Guide as useful. The grantee is encouraged to consider developing a Web form on its own Web site to capture the evaluation data. The reportable data must be analyzed and summarized before submission to OVC.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Performance measures for this solicitation are as follows:

Program Objective	Performance Measures	Data To Be Reported
	(Outputs)	
The objective of this solicitation is to support the development of a NCVRW Resource Guide that will serve as a resource for the victims' field in its efforts to	<ul style="list-style-type: none"> • Number of Resource Guides disseminated to the field. • Percentage increase of new requests for the 	<ul style="list-style-type: none"> • Number of Resource Guides disseminated to the field. • Number of requests for the 2009 Resource

heighten public awareness of crime victim issues nationwide during NCVRW in April 2009 and throughout the year.	<p>Resource Guide through the OVC Resource Center.</p> <ul style="list-style-type: none"> • Number of evaluations of the Guide received rating the guide as useful. • Number of “hits” on the OVC Web site for the Resource Guide. • Number of downloads from the OVC Web site for the Resource Guide. 	<p>Guide, compared to the number of requests for the 2008 Resource Guide.</p> <ul style="list-style-type: none"> • Number of evaluations of the Guide received rating the guide as useful. • Number of “hits” on the OVC Web site for the Resource Guide. • Number of downloads from the OVC Web site for the Resource Guide.
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The grantee must document the accomplishment of these measures in the semiannual progress report submitted to OVC. The applicant should coordinate with the OVC project monitor to determine which measures it is responsible for collecting and what data OVC will collect and provide to the applicant for the purposes of semiannual progress reporting. The progress reports must include information on all of the above performance measures and any other appropriate performance indicators identified by the applicant.

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1–800–518–4726**.

Note: Grants.gov does not support the Microsoft Vista operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.DOCX.” Please ensure the document is saved using “Word 97-2003 Document (*.doc)” format.

Please also note: OJP’s Grants Management System (GMS) does not accept executable file types as application attachments. OJP’s Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: “.com”, “.bat”, “.exe”, “.vbs”, “.cfg”, “.dat”, “.db”, “.dbf”, “.dll”, “.ini”, “.log”, “.ora”, “.sys”, and “.zip”.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.852, titled “Crime Victim Assistance/Discretionary Grants,” and the funding opportunity number is OVC-2008-1768.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at <http://www.dandb.com>. Applicants applying as individuals are exempt from this requirement.

What an Application Must Include

Application for Federal Assistance (Standard Form 424)

Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include six (6) separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

- **Project Abstract:** The application should include a one-page summary that describes the purpose of the project, goals and objectives, progress to date if the application is for continuation funding, and activities that will be implemented to achieve the project’s goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project’s value to the victims’ field by meeting a stated goal.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project and, if the application is for continuation funding, must describe the accomplishments and document the progress of the existing project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished.
- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant’s strategy or design must include a description of project phases, tasks, activities,

staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products.

The applicant must describe the strategy, tasks, and time-task plan for developing the services and products. The applicant must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports. **The applicant should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** OVC's Publishing Guidelines for Print and Web Media is online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html for further guidance on the publication process.

The applicant should also describe the dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications will also be uploaded to the OVC Web page.

- **Organizational Capability and Project Management:** The application must include a clear description of the applicant's management structure and, if the application is for continuation funding, must document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

The applicant must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. The applicant must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff committed to working on the project contingent upon receipt of funding.

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Data must be provided on the performance measures established for this solicitation as outlined in the Performance Measures section of this solicitation.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion.

Budget Narrative Attachment Form

The applicant is required to complete the budget narrative form and is required to complete the budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable.

Budget Detail Worksheet

The completion of this form is required in support of the budget narrative form described above. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting www.ojp.usdoj.gov/oc and clicking on Standard Forms.

Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF 424.

When completing both the budget narrative attachment form and the budget detail worksheet, applicants must also consider the following:

1. **Training:** Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending

this meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at <http://www.ojp.usdoj.gov/oc/fmts/>.

2. **Consultant Rates:** Consultant rates may not exceed the maximum of \$450/day, or if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.
3. **Travel:** Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.
4. **OJP Financial Guide:** All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Resource Center (1-800-421-6770) and also through the OJP Web site at <http://www.ojp.usdoj.gov/finguide06>. This document will govern the administration of funds by all successful applicants and their contractors.

Indirect Cost Rate Agreement *(if applicable)*

Indirect costs are allowed provided the applicant has an approved federal indirect cost rate. Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/oc/indirectcosts.htm>.

Financial Capability Questionnaire

Applicants that are nonprofit or commercial organizations and have never received any grants from OJP are required to complete the Financial Capability Questionnaire form. The form must be submitted along with a copy of the organization's most recent audited Financial Statements (review if audited Financial Statements are not available). This form is available at <http://www.ojp.usdoj.gov/forms.htm> under "Accounting System and Financial Capability Questionnaire."

Other Program Attachments

Remaining attachments include the following materials:

- **Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).
- **Other attachments as needed** (if applicable).

Selection Criteria

Applications will be reviewed through a peer review process, using the following criteria:

Statement of the Problem/Program Narrative. The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field by meeting a stated goal. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to accomplish the goals.

Project/Program Design and Implementation. The program strategy/methodology must include sufficient detail so that the reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goals(s) and objectives. Projected activities should be realistic and reflect the projects allocated time, staff, and funding. A clear picture of the contents of the Resource Guide is important as well as a detailed plan for packaging and disseminating the Resource Guide to the field.

Capabilities/Competencies. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a national-scope, federally funded project on this topic, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure and financial capability; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

Budget. Reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.

Impact/Outcomes and Evaluation. Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must include the standardized performance measures established for this solicitation as described on pages 7 and 8 of this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:

- Extent to which the evaluation plan provides detailed information for increasing the

effectiveness of the management and administration of the project, documents that objectives have been met, and determines the overall effectiveness of the project.

- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.

Review Process

OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded to peer review and then, upon recommendation, to award processing subject to final approval by OVC's Director and OJP's Assistant Attorney General. Funding may not be awarded to applicants with overdue financial or progress reports for existing OJP grants.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance With the OJP Financial Guide
- Suspension or Termination of Funding
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.